



Job Opportunity

State Controller's Office

Position: Staff Information Systems Analyst (Specialist) | Statewide

Location: Information Security Office
300 Capitol Mall, Suite #1510, Sacramento, CA 95814

Issue Date: June 9, 2006

Final Filing Date: Until Filled

Contact/Telephone:
Stacey Duvane, 916-445-1720

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-726-1312-980

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under general supervision of the Data Processing Manager III, the Staff Information Systems Analyst (Specialist) oversees all site security functions at the State Controller's Office (SCO). Incumbent is responsible for providing high-level expert technical assistance to the ISO in the design, development, and implementation of the Departmental and Statewide policies regarding site security. Additionally, the incumbent closely interacts with the 21st Century Project security team and acts as the liaison between the project security team and the SCO ISO. Strong knowledge in risk management, business continuity, security policies, technology, and vulnerability management is essential.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

Specific duties will include, but not be limited to:

- Manages the SCO facilities' physical security systems which includes electronic ingress/egress access control, burglary and fire detection, closed circuit cameras, monitoring equipment, computer servers, desktop computers, software, and other security related equipment. Serves as the primary liaison between management and security vendors. Troubleshoots and resolves problems dealing with all site security systems and equipment. Designs and analyzes site and building security systems and researches security equipment to determine the best approach for protecting the physical assets of the SCO. Responds to security alarms and must be available 24x7 to provide guidance and direction to law enforcement, management, and vendors during site security incidents. Maintains accurate documentation of all site security incidents. Monitors, advises, and updates management of all information regarding security issues and incidents. Ability to handle multiple tasks and group projects. Remain calm while under pressure in emergency situations.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Oversees the 21st Century Project security program to ensure it aligns with SCO enterprise goals, security objectives, and policies. Interact with all levels of project personnel on a professional level, perform security assessments on a regular basis and report findings to SCO CISO for review. Assist project security team with security related issues, regularly attend project meetings, assist SCO ISO staff in understanding the security aspects of the 21st Century Project. Develop security awareness information regarding the project. Act as the liaison between the CISO and project team. Maintain accurate documentation.
- Provide technical assistance to the Business Services Office on site security requirements for new or remodeled SCO facilities and provides technical consultation services to the SCO Disaster Recovery team. As appropriate, participate in the SCO facilities development of requests for proposals, invitation for bids, conducting of bidders' conferences, evaluation of proposals, development of recommendations for contract award, and presentation of recommendations to management.
- Coordinates and conducts meetings with Division representatives regarding site security issues. Under general supervision, exercises independent judgment for immediate response to site security problems and situations as they occur. A high level of discretion, skill, and initiative is required in order to deal with a wide range of site and project security issues. The consequences of decisions and recommendations directly affect the accomplishment of the ISO's mission and compliance with State Government Code and State Administrative Manual requirements regarding EDP security. Creates, updates, and maintains all site security and 21st Century Project related policies, procedures, and standards. Performs site security training for SCO staff.
- Represents the CISO in routine meetings with the private sector contractors and facilities managers dealing with site security maintenance contracts and service agreements. Functions as the liaison for City and State law enforcement and fire prevention agencies. Acts on behalf of the CISO at 21st Century Project meetings when appropriate. Maintains familiarity with all SCO ISO policies, procedures, guidelines, and standards. Applies this knowledge to the project and site security functions.
- Provides on-going analytical support for the design and modification to the site security rules pertaining to access levels and time zones. Maintains site security computer servers and desktop systems. Strong computer literacy. Liaison to the SCO Special Investigations Unit.
- Provides consultation to Division representatives in the development and modification of physical access requirement procedures.
- Tours the facilities security systems in each of the SCO offices at least twice a year for needs analysis and evaluation of maintenance service received. Some travel required.
- Assists the ISO in Site Security planning, budgeting, and risk assessment.

Desirable Qualifications:

- In depth knowledge of Information Security Risk Management, Vulnerability Management, Business Continuity, and Security Policies.
- Ability to reason logically and communicate effectively at a professional level.
- Experience working independently and being self-initiating.
- Ability to conduct presentations and perform other security awareness tasks.
- Work well with others at all levels and contribute to a positive work environment.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Information Security Office

300 Capitol Mall, Suite #1510,

Sacramento, CA 95814

Attn: Stacey Duvane

Please reference position numbers on application.